

Position Description for Administrative Clerk

BASIC FUNCTION OF POSITION

The incumbent serves primarily as the administrative assistant and manages driving services at the CSI (Container Security Initiative) Kaohsiung Office.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Administer office correspondence, distribution, and maintain documents. Receive, screen telephone calls and direct office visitors to the proper offices and individuals. 35%

Prepare and manage reports, financial plans and budgets for CSI office. Submit reports such as inventories, vehicle operations, financial status for Team Leader's approval, then DHL them to the recipients, and maintain files on these report. 25%

Procure goods and services, prepare invoices for payment, and manage inventories. Make travel reservations; prepare travel authorizations and process AIT travel vouchers for CSI staff. 15%

Translate written Chinese to English and written English to Chinese. Interpret conversations between CSI non-Chinese spoken employees and Chinese speakers. 15%

Supervise chauffeurs to provide guidance, discipline and monitor performance. Ensure the employee performance evaluation report (EPR) is completed and submitted in a timely manner. Dispatch drivers and vehicles. Make sure government vehicles are efficiently utilized and chauffeurs' work shifts are properly planned, scheduled and evaluated. 10%

QUALIFICATIONS REQUIRED

Education: At least two years of college or university studies.

Prior Work Experience: Minimum one year of experience in a job with office management responsibilities.

Post Entry Training: On-the-job training and ad-hoc technical training as opportunities arise.

Language Proficiency: Level III English and Mandarin (good working knowledge) are required.

Job Knowledge: General knowledge in use of office equipment and principles of office management.

Skills and Abilities: Must have good skills in using of computer systems and software to include Windows and MS Office; be familiar with electronic mail and the Internet and have some acquaintance with business procedures and fiscal accountability.

POSITION ELEMENTS

Supervision Received: Rated by the AIT/K/CSI Team Leader and received directions from the evening shift supervisor.

Supervision Exercised: Supervise chauffeurs.

Available Guidelines: AIT fiscal regulations, AIT Local Employed Staff handbook. CSI Standard Operating Procedure.

Exercise of Judgment: Incumbent will be a position of trust and will have some latitude in day-to-day office operations; consequently, he or she is expected to exercise judgment in carryout his/her duties and in requesting assistance and advise. Proposes improvements in office procedures to the team leader and implements as approved.

Authority to Make Commitments: Incumbent will not be delegated any official representation responsibilities or authority to make commitments on behalf of the AIT.

Nature, Level, and Purpose of Contacts: The incumbent will, however, be expected to maintain a broad range of contacts within AIT and with local Customs staff.

Time Expected to Reach Full Performance Level: 6 months